



Deerfield Hills Community Center  
4290 Deerfield Hills Road  
Colorado Springs, CO 80916  
Phone: (719) 385-5996  
Fax: (719) 385-6853

## RESERVATION REQUEST

CENTER BUSINESS HOURS  
Monday-Friday; 1:00-6:00 p.m.  
All other hours as arranged

Responsible Party: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of proposed activity/event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

*Please note: Rental time must include time needed to set-up and clean-up event. There are no early arrivals or late departures. Any time used outside the stated rental hours will be billed at \$60.00 per hour. Invoice will be sent to responsible party as indicated, and if total amount is not paid within 30 days, invoice will be sent to a collection agency.*

Please check room(s) you wish to utilize: ☐ Whole Facility ☐ Multi Purpose Room ☐ Meeting Room

Approximate number of people attending: \_\_\_\_\_ Number of Table(s): \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Equipment Requested: ☐ TV ☐ VCR ☐ Coffee Maker ☐ Pool Table ☐ Computers ☐ Game Tables

FACILITY	RENTALS	RATE PER HOUR
Deerfield Hills Community Center	Not For Profit	\$50.00
Deerfield Hills Community Center	For Profit	\$60.00

- Deposit of one half of the rental fee is due immediately upon receipt of invoice; the second half is due 7 business days before event. Damage deposit of \$100 is due one week prior to rental date.
- Proof of not-for-profit status is required.
- No refunds will be issued for rentals.
- We accept cash, check and money orders and debit/credit cards as payment.
- \$20.00 NSF fee will be charged for all returned checks.
- Requests are honored on a first-come; first-serve basis
- Reservations are only confirmed when a signed rental agreement has been submitted and full payment has been received.
- Furnish own supplies and all other items necessary to conduct your event.
- NO Alcoholic Beverages Allowed.

Please use this area to diagram set-up

KITCHEN	DOOR
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**Management will notify you if you are required to hire a security company to supervise your event.**

SIGNATURE OF RENTER

DATE

Revised 1/2013